

District Instructions

2004 California School Technology Survey

These district instructions for the online 2004 California School Technology Survey are written to help district staff complete the district survey and support school sites to complete the school site survey. District coordination is essential to this survey process.

District Responsibilities:

- Assigning district staff to help coordinate technology survey data input for the district and the schools and providing survey access information to schools.
- Completing the District Survey by March 19, 2004.
- Supporting schools in completing the School Survey by March 19, 2004.
- Distributing the district PIN and School Survey System Password to schools.
- Ensuring the accuracy of the district and school survey data. A number of education technology grant programs use California School Technology Survey data to determine eligibility and grant award amounts, so it is critical that the technology data are timely and accurate.

Instructions

PIN and Password Management

1. District Personal Identification Number (PIN) and Survey System Passwords were emailed to district superintendent and technology coordinators.
2. District and school Survey System Passwords are different to allow for prevent school access to district surveys. Districts are to use the district PIN and District Survey System Password assigned to the district. Schools use the district PIN and School Survey System Password.
3. Locally funded charter schools will use the district PIN and the school survey system password. Direct funded charter schools have been sent their own PINs to use for the 2004 survey.
4. California Technology Assistance Project (CTAP) is available to assist with PIN and passwords questions. To contact regional CTAP offices, use the Questions/Comments link at the top of the survey screen, select the appropriate CTAP region, and the system will provide the CTAP contact's email address. CTAP, contact information is available online at <http://www.ctap.k12.ca.us>.

Supporting Schools in Completing the Survey

1. Districts should support schools in the completion of the 2004 California School Technology Survey.
2. District technology survey coordinators should monitor the completion status of data entry for schools sites. To monitor the completion status, log onto the 2004 School Technology Survey site (<http://www.cde.ca.gov/ls/et/rs/techsurvey.asp>). Select "school" survey type; select the

desired county and district. The drop-down menu for school will give the completion status and date of the school site survey for all schools in the district.

3. Districts should encourage all school sites to complete the survey prior to March 19, 2004, in order to meet requirements of California education technology grants.

District Survey Data Entry

1. The 2004 California School Technology Survey Web page is located at <http://www.cde.ca.gov/ls/et/rs/techsurvey.asp>. On this page, there are links to survey instructions, copies of the survey question prior years survey data, and the access to the 2004 California School Technology Survey.
2. One method for completing the surveys is to download and print a copy of the survey form. Collect all the needed district and school site technology data, fill out the hard paper survey form, and enter data into the online survey using the hardcopy as the data entry reference.
3. To access the 2004 survey, select "Take me to the 2004 survey" from the main survey Web page (<http://www.cde.ca.gov/edtechsurvey>). Select "district" as the survey type. Select the desired county and district from the drop-down menus.
4. Enter the district PIN (number) and District Survey System Password. Access codes were emailed to the superintendent and technology district techsurvey coordinator. Passwords are to be shared only with those who are designated for completing the survey at the district and school sites.
5. Select the survey section and begin entering data. Before exiting a section of the survey, select, "Save the section" to save the data entered.
6. The Internet Connectivity section and the District Connectivity section contain questions about school site connectivity. Districts are to respond to these questions for all schools in the district. To save data entry time, use the option to "copy this answer downward for this question" after entering the response for the first school. Selecting this option will copy the answer for the first school into all schools for the district. Use this option if all or most of the schools in the district have the same Internet Service Provider (ISP) or connectivity speed. Modify the entry for the schools that require a different response.
7. For assistance contact your CTAP office. CTAP will also be able to assist you if you are not able to access the Internet to complete the inventory. To email questions or comments to CTAP use the form available at <http://inet2.cde.ca.gov/techsurvey2004/contact.asp>.
8. 2004 California School Technology Survey(s) must be completed online by March 19, 2004. Districts and schools are asked to update the data at least annually, but the system is available throughout the year to input changes.

9. If a school is are not listed in the data entry screens, send an email via the “Questions/Comments” link at the top of the online survey page to CTAP and the CDE requesting the addition of a school site to the drop-down list.

10. To document the completed district/school survey, print and file a copy of the district and/or schools’ survey as it is completed using the “Printer Friendly Version” link from the main technology survey menu.

11. Survey Tips

- It is not necessary to complete the entire survey in one session. For example, save the survey after completing one section and return to it the next day and complete the rest of the survey.
- Completing the entire survey is important to the data collection. If you do not know an answer to a question an acceptable response is “Don’t know”. In some cases the field can be left blank.
- Some of data fields have been pre-populated with information from the 2003 survey. If the pre-populated data is outdated, enter the updated data.

In addition to the survey instructions, regional CTAP staffs are available to provide help with completing the survey. Questions and comments can be submitted to CTAP by using the form at <http://inet2.cde.ca.gov/techsurvey2004/contact.asp>.